

**CLASS TITLE: ASSOCIATE CHIEF OPERATING OFFICER
 ELEANOR SLATER HOSPITAL
 ZAMBARANO UNIT**

**Class Code: 02504000
Pay Grade: 36A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible, under the direction of the Chief Operating Officer (COO), for the overall administration of all non-medical and administrative functions and for the integration and coordination of all non-medical services with the medical services for the effective examination, diagnosis, care and treatment of patients at the Zambarano Unit of the Eleanor Slater Hospital; to provide leadership, administration of unit operations to ensure compliance with direction and established objectives and the realization of high quality, efficient and cost effective long-term health care services; to assure operational compliance with JCAHO, state, federal and other applicable regulatory standards; to act as Chief Operating Officer in the COO's absence; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Chief Operating Officer-Eleanor Slater Hospital with considerable latitude for the exercise of independent judgement in the overall administration of the functions of the Zambarano Unit; work is reviewed periodically for conformance to policy, rules, regulations, standards and laws.

SUPERVISION EXERCISED: Plans, organizes, coordinates, directs and supervises the work of a staff engaged in non-medical functions within the Zambarano Unit; reviews work of administrative and medical personnel on matters of an administrative nature for conformance to laws, rules, regulations, policies and procedures, and for the technical proficiency of work performed.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible, under the direction of the Chief Operating Officer – Eleanor Slater Hospital, for the overall administrative functions and for the integration and coordination of all non-medical services with the medical services for the effective examination, diagnosis, care and treatment of patients at the Zambarano Unit.

To provide leadership, direction and administration of unit operations to ensure compliance with established objectives and the realization of high quality, efficient, cost effective long-term care services.

To work in conjunction with department heads within the unit to provide identification and analysis of operational issues, and to develop and recommend responsive plans, policies, systems, programs or standards; to be responsible for the continuous review and evaluation of the effectiveness of existing policies, procedures and work methods relating to the unit's operations and to install or provide improved procedures and work methods, consistent with overall Slater Hospital operations, as required.

To ensure implementation of programs, services and activities that comply with JCAHO and other legal and regulatory standards and requirements and to provide related documentation; to maintain unit compliance with all regulations governing hospitals and the rules of accreditation bodies, as they apply to the unit, by monitoring operations and initiating changes as required.

To evaluate the performance of unit staff; to provide for professional development.

To provide for effective problem resolution within established guidelines.

To assist the COO in both short and long-range planning.

To act as Chief Operating Officer in the COO's absence.

To be responsible, within the unit, for administrative functions of budget, accounting, fiscal, personnel, supply, plant maintenance, food preparation and serving, housekeeping, nursing and rehabilitative services.

To assure the sound fiscal operation of the unit, including the timely, accurate and comprehensive development of an annual budget and its effective implementation.

To assist in capital development planning and administer capital equipment expenditures as assigned.

To encourage and maintain the integration of the unit with the community and to serve as a liaison with other providers.

To maintain professional affiliations and enhance professional growth development in order to keep up with the latest trends in hospital administration.

To prepare and present periodic reports regarding unit professional services, financial activities, and other special reports as might be required.

To oversee unit information systems.

To represent the unit at meetings, conferences and professional occasions as required.

To maintain effective communications with medical staff; to cooperate with medical staff and other unit personnel to ensure that the highest quality of service is rendered to patients.

To develop and oversee the unit quality assurance function, credentialing of staff and by-laws.

To be responsible for the professional care and treatment of patients through consultation and evaluation of the application of policies, directives, rules, regulations and instructions establishing or issued by the Governing Body, the Chief Executive Officer or the Chief Operating Officer of the Hospital.

To be responsible within the unit, for the administration of such other functions as mail, files, stenography, messenger, reception and information, communications systems, and similar activities.

To coordinate at all times and in all phases of operation the administration of the unit with the overall administration of Eleanor Slater Hospital.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of hospital administrative principles, practices and methods, and skill in applying such knowledge; a thorough knowledge of hospital organization, operation and maintenance; the ability to maintain effective control and checks upon performance and operation; the ability to integrate and coordinate effectively the administrative services with medical care and treatment services; the ability to assist the CEO and the COO in the formulation and execution of policies and programs for the care and treatment of patients and the ability to interpret them to administrative and medical personnel; a thorough knowledge of the principles and practices of business management and the ability to apply such knowledge in the direction and supervision of the administrative services within the Zambarano Unit; a working knowledge of trends and current developments in hospital administration, methods and procedures; the ability to plan, organize, direct and review the work performed by professional personnel through consultation and evaluation of their reports and activities for conformance to the objectives, policies, directions and instructions approved by the CEO, the Governing Body and the COO, for the care and treatment of long-term care patients; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Hospital, Public or Business Administration; and

Experience: Such as may have been gained through: employment in a responsible administrative position in a general hospital or medical treatment center involving the coordination of administrative services with medical services to achieve high quality patient care and treatment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 27, 1994

Editorial Review: 3/15/03